



*Embassy of the United States of America  
General Services Office  
Yaounde, Cameroon*

## **SCOPE OF WORK**

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**Product/service required: AUDIO-VISUAL, INTERPRETATION EQUIPMENT AND  
INTERPRETATION SERVICES FOR AFRICA CENTER FOR STRATEGIC STUDIES  
(ACSS)**

**Community Engagement Event**

**International War College, Simbock, Yaoundé, Cameroon**

**18 April 2015**

The US Embassy is seeking a qualified and experienced contractor to provide the below services;

### **1. PURPOSE**

#### **Audio-Visual and Interpretation Equipment**

<b>A002AA Sound System (18 April)</b>	<b>1 Days</b>	<b>Unit Price</b>	<b>Total</b>
<b>Price_____</b>			

Sound amplification equipment to support full-day meeting on **18 April, 2015** in the conference room at the International War College in Simbock.

- 1 sound system / board capable of connecting to Government-furnished laptop that will be connected a projector
- 1 audio recording device capable of recording 8 hours of audio onto removable media
- 2 speakers

**A002AB Interpretation Equipment (18 April) 1 Days Unit Price\_\_\_\_\_ Total Price\_\_\_\_\_**

Room	Purpose	Setup	Activity	Equipment
Conference Room with theater style	Plenary Session	17 April	18 April	<ul style="list-style-type: none"> <li>• 1 soundproof and ventilated interpretation booths and related equipment for 2 interpreters (2 languages)</li> <li>• 1 sound system / full equipment peripherals</li> <li>• Recording of all Plenary Sessions in digital format</li> <li>• 150 Headsets</li> <li>• 3 wireless microphones</li> <li>• 1 Podium microphone</li> <li>• 5 tabletop microphones for dais</li> </ul>

- a) Contractor technical staff must be present and available during all sessions.
- b) Contractor must record all plenary sessions, and present audio recordings to the designated Contracting Officer Representative at the end of the program. Format of audio may be on flash drive, CD, or DVD, and indexed according to sessions.
- c) Contractor shall bring backup equipment should any equipment fail to function.

**A003AC Projection (18 April) 1 Days Unit Price\_\_\_\_\_ Total Price\_\_\_\_\_**

Projection equipment to support full-day workshop in conference room identified under CLIN A001AA must include:

- 2 high-intensity (2700 lumens or higher) projector capable of connecting to a Government-furnished laptop
- 2 large screen for projection, mounted near the podium

### **•Interpretation Services**

**English – French / French-English (18 April) 1 Days Unit Price\_\_\_\_\_ Total Price\_\_\_\_\_**

•Simultaneous English – French/French English interpretation services shall be required during all symposium sessions. One (1) soundproof and ventilated booth shall be provided in the space utilized for the plenary sessions for 2-language interpretations. Consecutive interpretation shall be required for staff, moderators, guest speakers, media interviews and other meetings during the event. The required services shall take place at the selected symposium venue. Duties hours shall be from 0800 to 1800. Interpreters proposed for this conference should preferably be members of AIIC, the International Association of Conference Interpreters. The contractor will ensure that all interpreters have an acceptable certification or accreditation as an interpreter from a school of languages and linguistics as

well as a documented experience with defense and security-related terms, and a good understanding of the dynamics and experience with dialogue on African security matters.

**Option Items.** Each of the following option items may be exercised on an as-needed basis at the established prices provided the Government informs the contractor with at least 10 calendar days advance notice of its intent to exercise the option. Failure to exercise any of these options will not subject the Government to any cancellation fees.

•**B001 6-passenger vehicle with driver (18 April) 1 Days Daily Price \_\_\_\_\_ Total Price \_\_\_\_\_**

•Requirement is for 6-passenger vehicle with a driver. Quote should include vehicle rental, driver and fuel.

•**B002 Photographer (18 April) 1 Days Daily Price \_\_\_\_\_ Total Price \_\_\_\_\_**

•Requirement is for 1 professional photographer. Contractor shall provide 3 sets of digital copies of the full coverage on CD's to ACSS. All workshop photos will be property of ACSS.

•**B003 Videographer (18 April) 1 Days Daily Price \_\_\_\_\_ Total Price \_\_\_\_\_**

•Requirement is for 1 professional videographer. Contractor shall provide 3 sets of digital recordings for the full coverage on DVDs to ACSS. All workshop video recordings will be property of ACSS.

**2 Price Quote Due Date:** All quotes must be submitted via email to: [fortehia@state.gov](mailto:fortehia@state.gov). On or before April 10, 2015.

**3 Contract vehicle:** Open Market.

**4 Set-aside restrictions?** There are no set-aside restrictions for this procurement.

**5 Meet or Exceed?** Offers must meet or exceed requested specifications as described herein.

**6 Award Type:** Government Purchase Order.

**7 Evaluation Factors:**

- Award will be made to the lowest priced, acceptable, responsible offeror. Proposals shall include proof of prior experience.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.

- Quoter acceptability will be determined by assessing the quoter's compliance with the terms of the RFQ.
- The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:
  - Adequate financial resources or the ability to obtain them;
  - Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - Satisfactory record of integrity and business ethics;
  - Necessary organization, experience, and skills or the ability to obtain them;
  - Necessary equipment and facilities or the ability to obtain them; and
  - Be otherwise qualified and eligible to receive an award under applicable laws and regulations

## **8 Offer validity: 30 days**

**Applicable FAR clauses:** The selected Offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at <http://www.acqnet.gov/far>.

**SAM Registration:** Vendors must be registered in SAM (System for Award Management) to be eligible for awards with the US Government

**Contracting Authority:** This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g. Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.